

## **HAWAII STATE ETHICS COMMISSION**

### **Instructions for Lobbyist Registration Form**

The following instructions are designed to assist you, as a lobbyist, in completing the lobbyist registration form. If the instructions do not answer questions you may have, please do not hesitate to contact the State Ethics Commission's staff by telephone or in person.

#### **WHO MUST FILE**

Under HRS §97-2, a lobbyist must register with the State Ethics Commission within five days of becoming a lobbyist. You are a lobbyist if you are an individual (*not* an organization) and are (1) engaged for pay and (2) spend more than five hours in any month of a reporting period or spend more than \$750 lobbying during any reporting period. "Engaged for pay" also includes being paid by an organization or business you work for if lobbying is a part of your overall duties, whether or not your salary is specifically allocated for lobbying duties.

#### **WHERE TO FILE**

The lobbyist registration form is to be filed with the State Ethics Commission at the address noted on the front of the form. If you cannot conveniently visit our office in person, registration may be completed by mail.

#### **HOW TO COMPLETE THE LOBBYIST REGISTRATION FORM**

Complete the lobbyist registration form by typing or printing in the appropriate spaces your full name and mailing address and telephone number, as well as the name and address of the person or organization you lobby for. Indicate the subjects upon which you expect to lobby. Sign and date the "certification of lobbyist" section and then forward the form to the person or organization you lobby for so that the "authorization to lobby" section of the form can be completed.

If you lobby for more than one person or organization, a separate registration form must be completed for each person or organization that you represent. These forms are available at the Commission's office.

#### **WHAT IS MEANT BY "EMPLOYING ORGANIZATION"**

In some instances, a person or organization may retain another business or organization to handle its lobbying efforts. The business or organization so retained then designates one of its employees to do the lobbying. This employee is, then, a lobbyist. The business or organization is termed the "employing organization" because it is the lobbyist's immediate employer. For example, ABC Company retains XYZ Consultants, Inc., to lobby on its behalf. XYZ Consultants, Inc., has its public relations officer do the lobbying. In this situation, XYZ Consultants, Inc. is the "employing organization" (because it directly employs the individual doing the lobbying) and ABC is the entity being lobbied for or represented. Similarly, a person or organization may retain a law firm to handle its lobbying. The law firm then designates an attorney in the firm to do the lobbying. The law firm is the "employing organization" because it is the immediate employer of the attorney.

#### **TRADE AND BUSINESS ASSOCIATIONS**

Trade or business associations that retain lobbyists must complete the "authorization to lobby" section of the lobbyist registration form. Please note that individual members of such associations are not required to fill out and sign an "authorization to lobby" section when their trade or business associations retain lobbyists to represent the associations.

#### **SIGNATURES**

Please note that registration of a lobbyist requires two signatures, that of the lobbyist and that of the person or organization represented by the lobbyist. A registration form is not considered complete and will not be accepted unless both signatures appear on the form.